

**FRANKLIN COUNTY
DEPT. OF JOB AND FAMILY SERVICES
80 East Fulton Street
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION: Human Services Caseworker **P.C.N.:** 107073 and 107171
(Bargaining) **Unit#:** 1080

DEPARTMENT: Hospital Unit – 80 E. Fulton **P.R.:** O11

RESPONSIBILITIES: Determines initial eligibility for persons in an out-station setting who are requesting public assistance. When required by regulations, conducts in-depth, in-person interviews with applicant or their primary information person (PIP) to screen financial circumstance in relation to existing eligibility requirements. Communicate public assistance requirements, rights and responsibilities, and detailed instructions effectively. Reviews and evaluates all forms of financial records. Applies spousal impoverishment rules when applicable. Assists applicant with completion of disability forms. Completes home visit if applicant unable to come to office. Must have a valid driver's license and use of private automobile for travel. Completes and reviews direct data entry and must evaluate computer-generated results for correct eligibility status, and correct data.

Completes periodically review of Medicaid eligibility to determine continuing need. Investigates information reported through data exchange systems.

Interprets agency and state/federal policy to hospitals, social workers, other medical professionals, and general public. Answers inquiries from general public, attorneys, and financial counselors concerning basic and complex eligibility requirements. Updates internal database system. Keep records to report performance on all activities.

MINIMUM QUALIFICATIONS: Successful completion of coursework equivalent to an associate degree in human services or a related field (e.g., social work, anthropology, gerontology, public relations, psychology, communications, counseling, occupational and career development, etc.) Or, if a bargaining unit employee employed by FCDHS on/by January 31, 1991 (including probationary); 6 courses in budgeting (or 6 months experience); 3 courses in public relations (or 3 months experience); 3 courses in office practices and procedures (or 3 months experience); 3 courses in interviewing (or 3 months experience); or equivalent.

STARTING SALARY: \$14.72 per hour/180 day probationary period.

DATE POSTED: Wednesday, October 18, 2006

DEADLINE TO APPLY: Tuesday, October 24, 2006, at 5:00pm.

If interested, please send application/resume' to the Franklin County Human Resources Department at 373 South High Street, 25th Floor, Columbus, Ohio 43215

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